

**Workshop of the Roswell City Council
Held at the Roswell Museum and Art Center
Bassett Auditorium – 100 W. 11th Street
April 7, 2017 at 9:00 a.m.**

Notice of this meeting was given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 16-69

The Workshop convened with Mayor Dennis Kintigh presiding and Councilors Henderson, Denny, Best, Perry, Grant, and Oropesa being present and Councilors Sanchez, Mackey, Sandoval and Foster being absent.

Councilor Sanchez joined the Workshop at 9:18 a.m.

Review, discuss and provide options regarding City budget, strategic planning initiatives, goals and objectives.

The Workshop began with opening remarks from Mayor Kintigh and Joe Neeb, the new City Manager.

Juanita Jennings, James Glover, and Dave Hayduk gave a presentation on Community Branding which included discussing what a community brand is, what people say about Roswell when we are not around, why should the City brand, why community brands must be unique, the three elements that drive a community brand and ensuring a great customer experience. The presentation also included the rules of community branding, and examples of other community branding. Councilors Perry, Sanchez, Oropesa and Best discussed their concerns and frustrations with the past and current community branding.

John Mulcahy gave an Airport EDC Study Update. Mr. Mulcahy gave economic development study highlights and briefly discussed private investor meetings and terminal business / service opportunities.

Mike McCleod gave a brief presentation discussing Roswell International Air Center (RIAC) Electric Utility upgrade transmission and distribution.

Scott Stark started his presentation by giving a brief update on RIAC. Mr. Stark discussed the Runway 3/21 Rehabilitation Project, RIAC rentals and usage rates. Future projects included Taxiway Kilo relocation, Runway 17/35 pavement maintenance, terminal improvements, Hangar 1083 (Dean Baldwin) roof, fire suppression upgrade and Excel Energy RIAC West Substation decommissioning.

NOTE: Councilor Sanchez left the Workshop at 10:32 a.m.

NOTE: Break from 10:26 a.m. to 10:41 a.m.

Juanita Jennings presentation referenced Fly Roswell. Ms. Jennings gave a ROW-PHX service overview stating that service started on March 3, 2016, daily non-stop PHX flight, connects to 20 plus cities in the western US – including but limited to Los Angeles, Las Vegas, San Diego, San Francisco and Portland Seattle. In November 2016 American Airlines announced an up gauging of aircraft on the PHX-ROW route to a CRJ-700 and this was the first time in over 30 years there has been first class commercial air service into ROW. Ms. Jennings discussion included competitive fares, passenger traffic, improvements to RIAC, the FlyRoswell 2018 budget and the marketing and advertising 2018.

Aaron Holloman and Sharon Coll gave a presentation reflecting the Open Meetings Act, Inspection of Public Records Act and Collective Bargaining. Mr. Holloman discussed in more detail the potential pitfalls of Open Meetings such as polling, rolling quorums, action vs. non-action (direction) and public deliberations.

Working lunch break from 11:45 a.m. to 12:30 a.m. with Representative Greg Nibert who gave an update on the 2017 Legislative Session.

Sharon Coll gave an annual review of boards, committees, and commissions which included the Cemetery Board, the ETZ Commission, Library Board of Trustees, Parks and Recreation Commission, Planning and Zoning Commission, Roswell Museum and Art Center Board of Trustees, and the Occupancy Tax Board.

Bill Morris presented a Land Use Study of the Old Municipal Airport. Mr. Morris' review include criteria for the Old Municipal Airport to create a new mixed use community, not just a series of unrelated subdivision and separated commercial parcels. The criteria also included making it a walk-able / bike-able community, to incorporate sustainability concepts where possible and to incorporate various housing types and densities.

Louis Najar discussed Code Enforcement which included the building codes stating that in November of 2016 the State of New Mexico adopted the 2015 International Building Codes and those would be going to the City Council in the future for their adoption. Mr. Najar also discussed personnel changes, the new software that is tentatively scheduled to be implemented in mid-April and an update on the Clean and Safe Program. Also included in the presentation was the process for citizen complaints.

Bill Morris presented strategic planning and goals and objectives discussing employees/personnel, buildings and structures, equipment needs, projects, and organizational/administrative policies and procedures. Mr. Morris also included in the discussion the current ICIP projects, Council/Manager draft priorities and department draft priorities.

The Workshop recessed at 2:41 p.m. and was scheduled to reconvene Saturday, April 8, 2017 at 9:00 a.m.

Workshop of the Roswell City Council
Held at the Roswell Museum and Art Center
Bassett Auditorium – 100 W. 11th Street
April 8, 2017 at 9:00 a.m.

Notice of this meeting was given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 16-69

The Workshop reconvened at 9:04 a.m. with Mayor Dennis Kintigh presiding and Councilors Grant, Denny, Perry, Oropesa, Mackey, Foster, Henderson, Best, and Sanchez being present and Councilor Sandoval being absent.

The Workshop began with opening remarks from Mayor Kintigh

NOTE: Councilor Sanchez joined the Workshop at 9:18 a.m.

Review, discuss and provide options regarding City budget, strategic planning initiatives, goals and objectives.

Bill Morris concluded his presentation of goals and objectives discussing full staffing for RPD & Fire Dept., make more efficient – training, Airport Hanger (large), IT upgrades to hardware and software, roads, airport, complete projects (water meter installations, Pool/Rec Center, Conv. Center), better coordination between City, County, Police, RISD, Business Leaders, Better communications between Parks & Rec and Council, Stabilize Reserves, Council Rules of Order, appropriate staffing levels, and reduce size of government.

Louis Najar and Kevin Dillon gave a project status update that included the following: Convention Center Overflow Project that was completed in April 2016, E. Bland – CDBG funded sidewalk and ADA project - completed, Chlorination cylinders with auto-cutoffs at all 20 wells – completed, Kerr Valve Station replacements – completed, RMAC bridge and Lovelace Park pedestrian bridge rehabilitations – completed, N. Main – Country Club to Berrendo – pavement mill and fill, sidewalk and ADA improvements – completed, Park Road at Cahoon Park – north of Washington Elementary School – pavement rehabilitation – completed, Sunset Ave – Poe north to Hobbs St. – pavement rehabilitation and ADA improvements at intersections – completed, entryway signs for foundation for E. Second St. sign at Roswell Training Facility – active, Cemetery roads phase 1 – active, N. Main – Berrendo north to Pine Lodge – mill and fill with sidewalk and ADA improvements – active, W. Country Club 48" waterline – active, Spring River Apartments on N. Sycamore – ongoing, Union Ave – 2nd to 8th – mill and fill – design near completion, Un-Tana – 19th to Country Club -4 lane construction, drainage, sidewalk, ADA, street lighting – design near completion, McGaffey St mill and fill, ADA at intersection – design near completion, spot sidewalk improvements at 19th across from Military Heights Elementary – on the design table, and WWTP land expansion – future planning. Roof updates included the Dean Baldwin building #1083, Pecos Trails Transit, RMAC, Roswell Public Library, and the Adult Center. Also discussed was the

public restroom at the Conoco building, the remodel addition at the Convention Center, the Recreation Center, and the Smart Water Meters.

NOTE: Break at 10:26 a.m. to 10:36 a.m.

Elizabeth Stark-Rankins and Monica Garcia gave a presentation on the FY2017 Budget Update and Revenue. They discussed the following: General Fund which included revenue by source, expenditures, all funds that included revenue by source, expenditures, GRT trends, Lodger's Tax, revenue/cost recovery opportunities, and investment solutions,

Working lunch break from 11:26 a.m. to 12:00 noon.

Elizabeth Stark-Rankins and Monica Garcia continued their presentation discussing the FY2018 Preliminary Budget review that included people, projects, policies and procedures. Personnel highlights were for a Deputy City Attorney, Human Resources Manager, GIS Department, Property Manager and possibly an Infrastructure Manager. Employee benefits discussion included step increases, medical insurance coverage, longevity pay, certification pay, incentive pay and call back pay. Project discussions included capital highlights, and equipment highlights.

NOTE: Mayor left at 1:00 p.m. and returned at 1:11 p.m.

Bill Morris and Sharon Coll gave a brief presentation on the 2017 Legislative Session update on House and Senate Bills.

Council Round Table was open discussion. The following were items discussed: Railroad bike path, Railroad right-of-way, IT utilizing the online bill pay, Smart Water Meter, Finance software upgrades, programs, Governing Body Rules of Order, and Committees.

Workshop adjourned at 1:42 p.m.

Adopted and approved on the 11^h day of May, 2017.

City Seal



Sharon Coll
SHARON COLL, CITY CLERK

Dennis J. Kintigh
DENNIS J. KINTIGH, MAYOR